

# **State Court Administrative Office**

## **Court Employee Compensation Survey Temporary Application**

### **User Manual For Administrators**

**Version: 1.02**

**November 24, 2008**

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## **1. Introduction**

The Court Employee Compensation Survey (CECS) application will allow the SCAO administrators to upload spreadsheets, which the users can download, fill out and return via email, and compiled reports in PDF format which the users will be able to view or download.

## 2. Logging into MCap

The Michigan Courts Application Portal (MCap) allows access to the applications that a person is able to use. To log into MCap navigate to: <http://courts.mi.gov/mcap/>  
You will see the MCap Login screen (Figure 1):

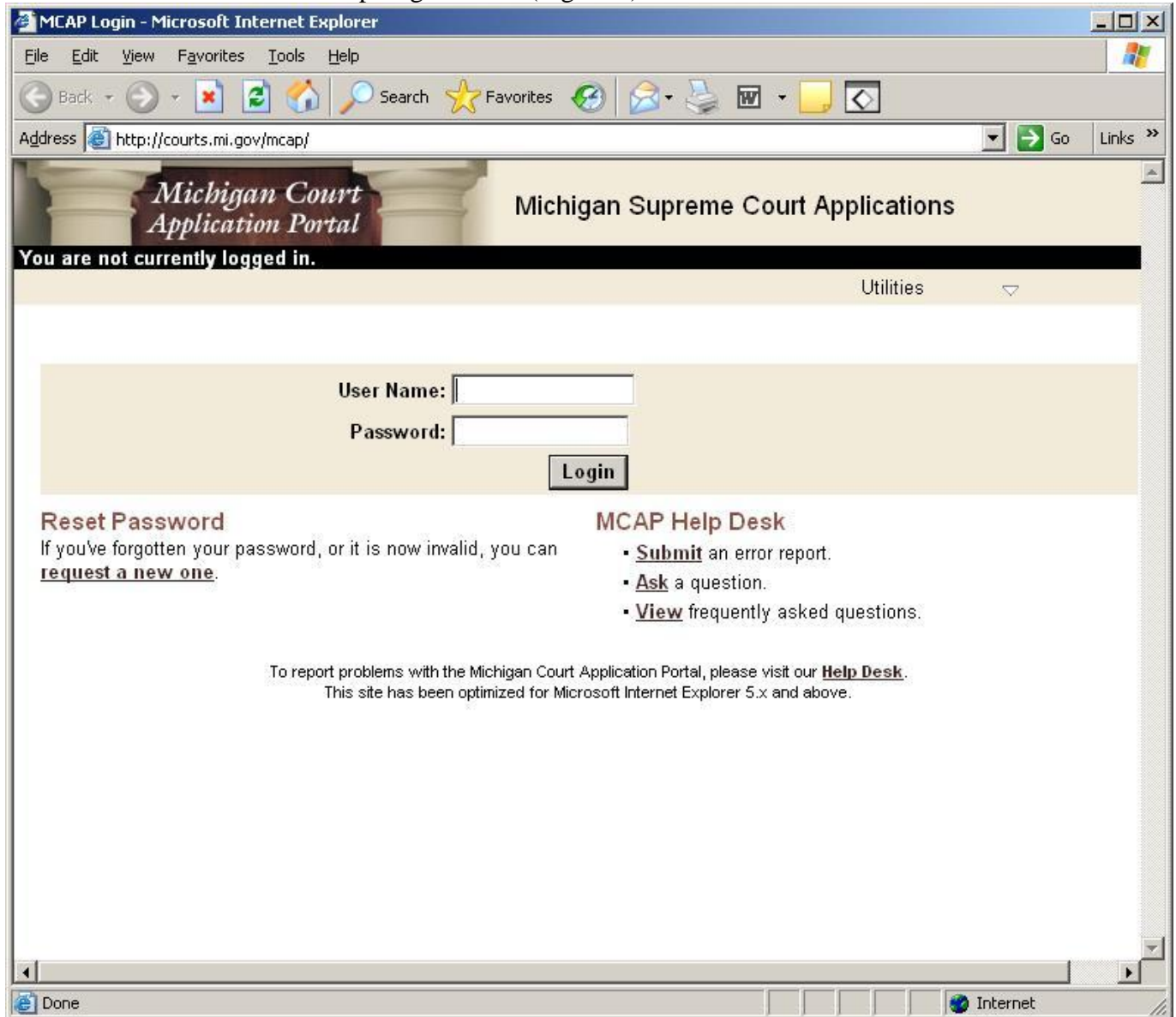


Figure 1: Mcap Login Screen

Enter your User Name and Password and click the Login button or press the Enter key.

### 3. Accessing the Court Employee Compensation Survey Application

The MCap screen will change, displaying a drop down list of the applications you are able to use (Figure 2). Select Court Employee Compensation Survey and click the GO button to the right of the drop down list.

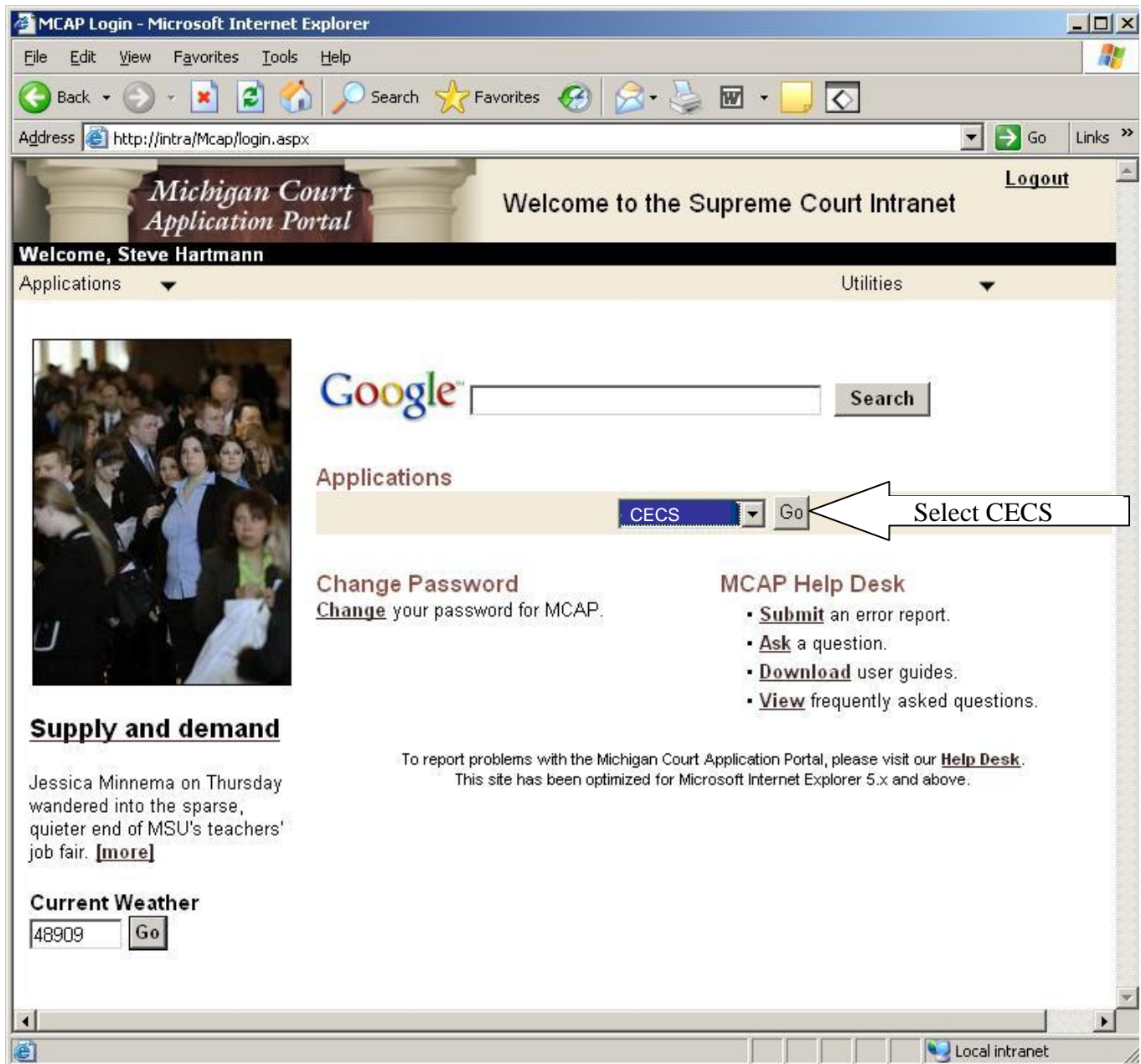


Figure 2: Mcap Screen with Application Drop Down selected

You can also select the application from the Applications ▼ Menu list (Figure 3).

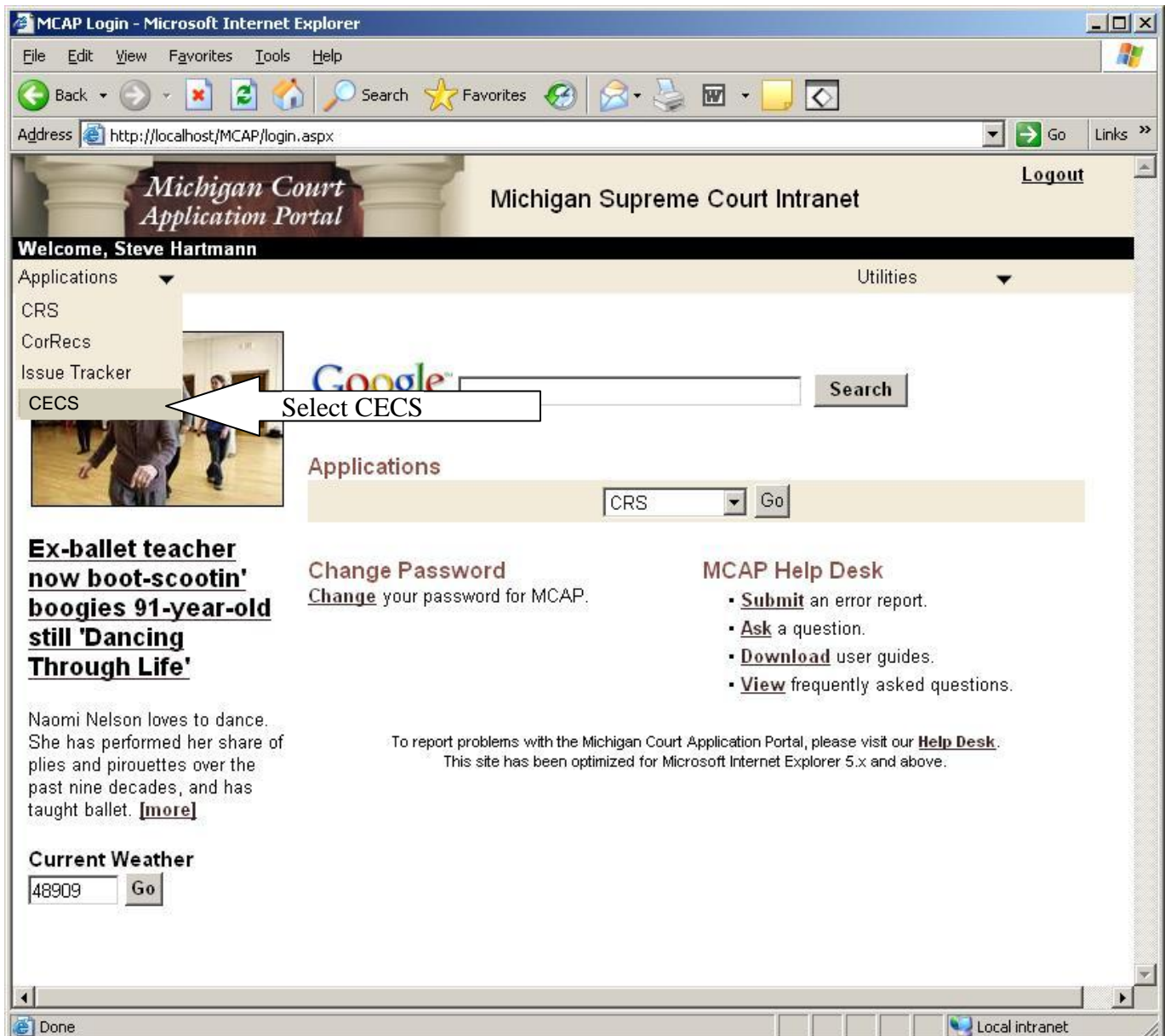


Figure 3: MCap Screen with Application Menu

## 4. Navigation

The Court Employee Compensation Survey application has two menu structures to make navigation easy and always available. When you access the application through the MCap menu you navigate to the Court Employee Compensation Survey Application Main Menu (Figure 4). Also, on any page within the application, including the main menu page, there is a menu bar immediately below the line with “Welcome, “ and your name (Figure 5). Each item with a down arrow (▽) is a drop down menu containing additional menu items related to the visible heading. Within these drop down menus there may be items with a right arrow (▷) which indicate a pop out menu is available with additional items related to this heading. An item without the down arrow or right arrow is a selectable menu item which when clicked will navigate to the appropriate page.

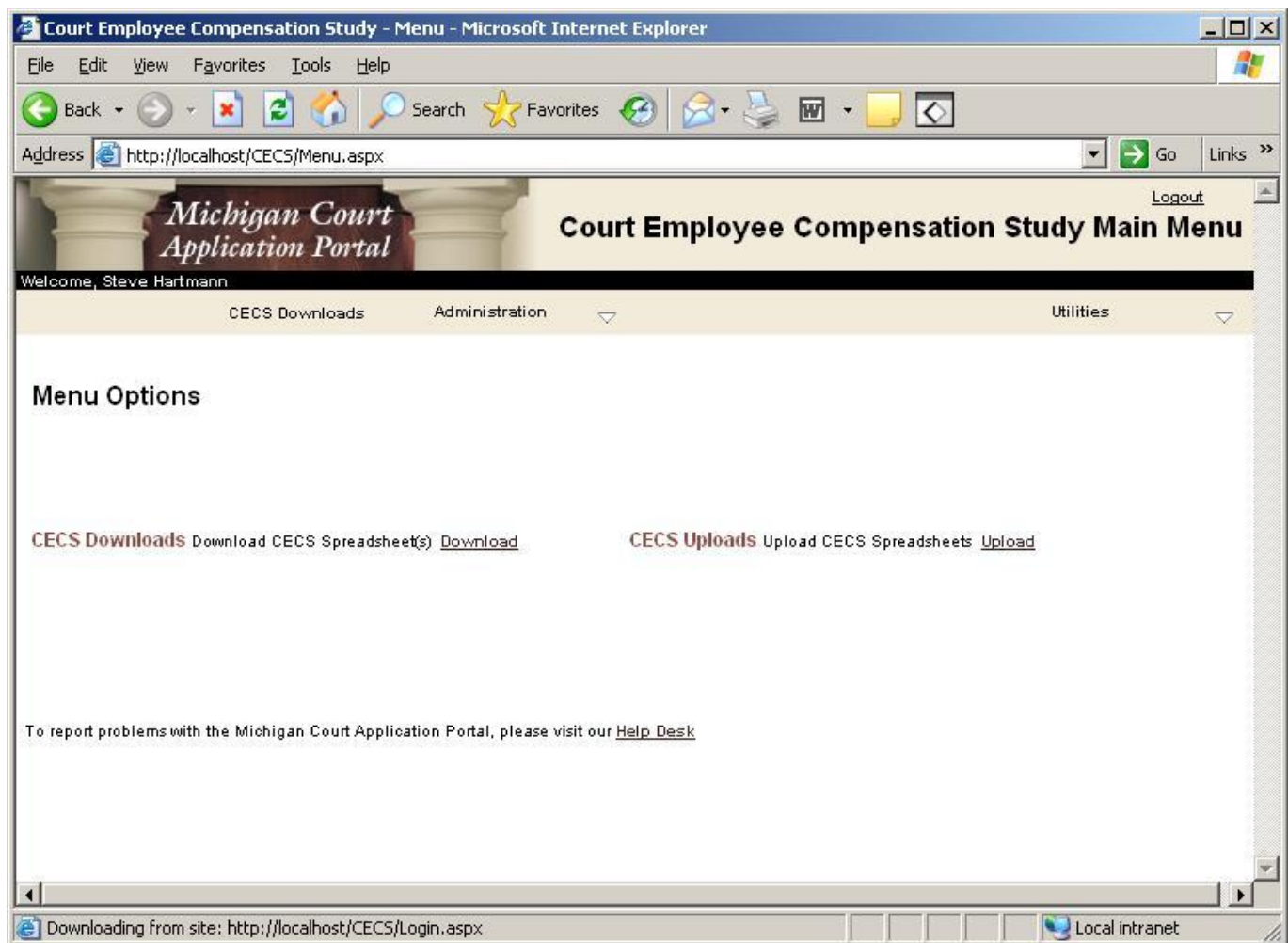
### ***A. The Court Employee Compensation Survey Application Main Menu***

This menu allows you to select the function within the application you would like to access. For Court Employee Compensation Survey Administrators the functions available are:

- CECS Downloads – Download spreadsheets or reports.
- CECS Uploads – Upload spreadsheets or reports.

We will go into more detail on each of these in the section for the individual screen.



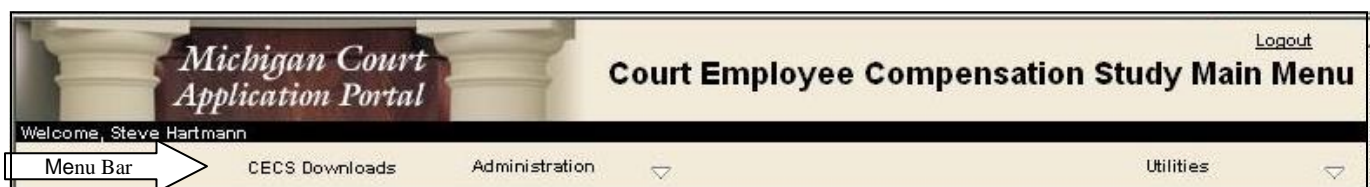


**Figure 4: Court Employee Compensation Survey Main Menu**

## ***B. The Court Employee Compensation Survey Drop-Down Menus***

### **I. The Menu Bar (Figure 5)**

CECS Downloads is the first item in the menu bar and is the only item that does not contain a drop-down list. This item will navigate directly to the Downloads Screen when clicked. The Administration menu item is the second item and has a drop-down list illustrated in Figure 6. The Utilities menu item is actually a MCap menu structure and contains a drop-down list illustrated in Figure 7 and a sub-menu illustrated in Figure 8.



**Figure 5: Menu Bar**

## II. The Administration Drop-Down Menu (Figure 6)

This menu allows navigation to the Upload screen.

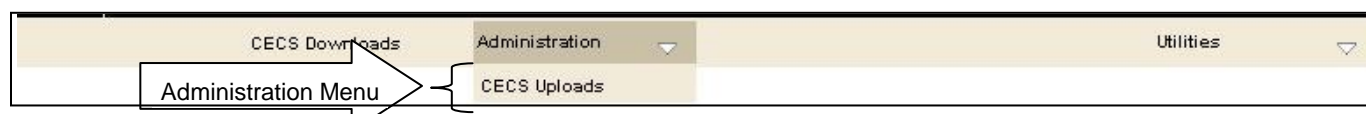


Figure 6: Administration Drop-Down Menu

## III. The Utilities Menu (Figure 7)

This menu is a MCap structure which allows navigation to the MCap Home, Change Email screen, Change Password screen, Phone Lookup screen and a sub-menu with Help Desk items.



Figure 7: Utilities Drop-Down Menu

## IV. The Utilities Menu's Help Desk Sub-Menu (Figure 8)

This menu is a MCap structure which allows navigation to screens for submitting an error report, submitting a question, downloading user guides and viewing the frequently asked questions (FAQ) page.




Figure 8: Help Desk Sub-Menu in the Utilities Drop-Down Menu

## 5. Downloads Screen

The Downloads Screen allows the user to download instructions, spreadsheets or reports that are associated with the court type. The administrator can access all spreadsheets and reports. The elements of this screen are:

	Name	Description	Usage
	Instruction	Instructions on downloading files.	Clicking the Instructions link in the top right will scroll to the instructions section.

	Name	Description	Usage
	Spreadsheet Grid	Grid containing the spreadsheets that the user can access.	Click on the row for the spreadsheet you want to download.
	Report Grid	Grid containing the reports that the user can access.	Click on the row for the report you want to download.



[Logout](#)

Court Employee Compensation Study Downloads

Welcome, Steve Hartmann

Applications

CECS Downloads

Administration

Utilities

Downloads

[Instructions](#)

Select Instructions, a Spreadsheet or a Report that you would like to download or view.

Spreadsheet Instructions - 4 files found.

File Name	Type	File Description	Size	Updated
<a href="#">Compensation Survey Instructions.pdf</a>	All	Download these instructions for ALL COURTS.	43 KB	10/27/2008
<a href="#">Position Descriptions Circuit - combined.pdf</a>	Circuit	Download these Circuit Court position descriptions.	30 KB	10/06/2008
<a href="#">Position Descriptions - District.pdf</a>	District	Download these District Court position descriptions.	15 KB	10/06/2008
<a href="#">Position Descriptions - Probate.pdf</a>	Probate	Download these Probate Court position descriptions.	15 KB	10/06/2008

Spreadsheets - 3 files found.

File Name	Type	File Description	Size	Updated
<a href="#">Survey - Circuit Court 03.xls</a>	Circuit	Download this Circuit Court compensation survey file.	97 KB	10/06/2008
<a href="#">Survey - District Court 03.xls</a>	District	Download this District Court compensation survey file.	74 KB	10/22/2008
<a href="#">Survey - Probate Court 03.xls</a>	Probate	Download this Probate Court compensation survey file.	54 KB	10/06/2008

Reports - 1 file found.

File Name	Type	File Description	Size	Updated
<a href="#">Blank Survey as place holder- District Court 03.pdf</a>	District	Open or download this District Court survey report.	18 KB	10/22/2008

Instructions:

Compensation Survey Instructions and Position Descriptions:

- Identify the file titled "Compensation Survey Instructions."
- Click on the link (the name of the file) to open the document.
- Read the instructions on-line or print for future reference. You may also save the document (click File/Save As) to save it to your computer or network.
- Identify the Position Descriptions file with the same court type (listed in the Court Type section) as the court for which you will be entering data.
- Click on the link (the name of the file) to open the document.
- Read the document on-line or print for future reference. You may also save the document (click File/Save As) to save it to your computer or network.

Spreadsheets:

- Identify the file with the same court type (listed in the Court Type section) as the court for which you will be entering data.
- Click on the link (the name of the file) for the spreadsheet file you need to download.
- Depending on the brand and version of your browser, you will be prompted to: View or Download the file, or Open or Save the file. Click either Download or Save.
- Rename the file in accordance with the Compensation Survey Instructions.

Reports:

- Click on the link (the name of the file) to open the report you wish to view.
- Read the document on-line or print for future reference. You may also save the document (click File/Save As) to save it to your computer or network.

To report problems with the Michigan Court Application Portal, please visit our [Help Desk](#).


Figure 9: CECS Downloads Page

## 6. Uploads Screen

The Uploads Screen allows the user to upload instructions, spreadsheets or reports specifying the court type and description. The administrator can access all spreadsheets and reports. The Administrator may also delete a file. The elements of this screen are:

	Name	Description	Usage
	Instruction	Instructions on deleting and adding files.	Clicking the Instructions link in the top right will scroll to the instructions section.
	Spreadsheet Grid	Grid containing the spreadsheets that the user can access.	Click on the row for the spreadsheet you want to download.
	Report Grid	Grid containing the reports that the user can access.	Click on the row for the report you want to download.
	Add File	Section used to upload a new file.	Enter the court type and description. Navigate to the file using Browse and click Save.





Logout

Court Employee Compensation Study Uploads

Welcome, Steve Hartmann

Applications

CECS Downloads

Administration

Utilities

Uploads

Upload Instructions

Spreadsheet Instructions - 4 files Found.

	File Name	Court Type	Description	Size	Updated
Delete	<a href="#">'Compensation Survey Instructions.pdf'</a>	All	Download these instructions for ALL COURTS.	43 KB	10/27/2008
Delete	<a href="#">'Position Descriptions Circuit - combined.pdf'</a>	Circuit	Download these Circuit Court position descriptions.	30 KB	10/06/2008
Delete	<a href="#">'Position Descriptions - District.pdf'</a>	District	Download these District Court position descriptions.	15 KB	10/06/2008
Delete	<a href="#">'Position Descriptions - Probate.pdf'</a>	Probate	Download these Probate Court position descriptions.	15 KB	10/06/2008

Spreadsheets - 3 files Found.

	File Name	Court Type	Description	Size	Updated
Delete	<a href="#">'Survey - Circuit Court 03.xls'</a>	Circuit	Download this Circuit Court compensation survey file.	97 KB	10/06/2008
Delete	<a href="#">'Survey - District Court 03.xls'</a>	District	Download this District Court compensation survey file.	74 KB	10/22/2008
Delete	<a href="#">'Survey - Probate Court 03.xls'</a>	Probate	Download this Probate Court compensation survey file.	54 KB	10/06/2008

Reports - 1 file Found.

	File Name	Court Type	Description	Size	Updated
Delete	<a href="#">'Blank Survey as place holder- District Court 03.pdf'</a>	District	Open or download this District Court survey report.	18 KB	10/22/2008

Add a new file:

File:

Browse...

Organization

Type: All

File Type:

☐ Instructions
 ☐ Spreadsheet
 ☐ Report

Description:

Upload

Instructions:

To Delete a file:

- Click the delete button to the left of the file name.
- A pop-up will ask if you want the delete the file, listing the file name.
- If it is the correct file click Ok otherwise click Cancel.
- If you click Yes the file will be deleted, if you click No the file will not be deleted.

To Add a file:

- Select the file by clicking the Browse button and navigating to the file on your drive.
- Select the file type from the drop down list.
- Enter a description for the file.
- Click the Save button.
- The file will be saved and will appear in the grid when the screen refreshes.

To report problems with the Michigan Court Application Portal, please visit our [Help Desk](#)

Figure 10: CECS Uploads Page

## 7. How Do I?

### A. Change my password

- Once logged into MCap you can change your password by clicking on the Change Password link on the MCap main page or selecting the Change Password menu item from the Utilities dropdown menu.

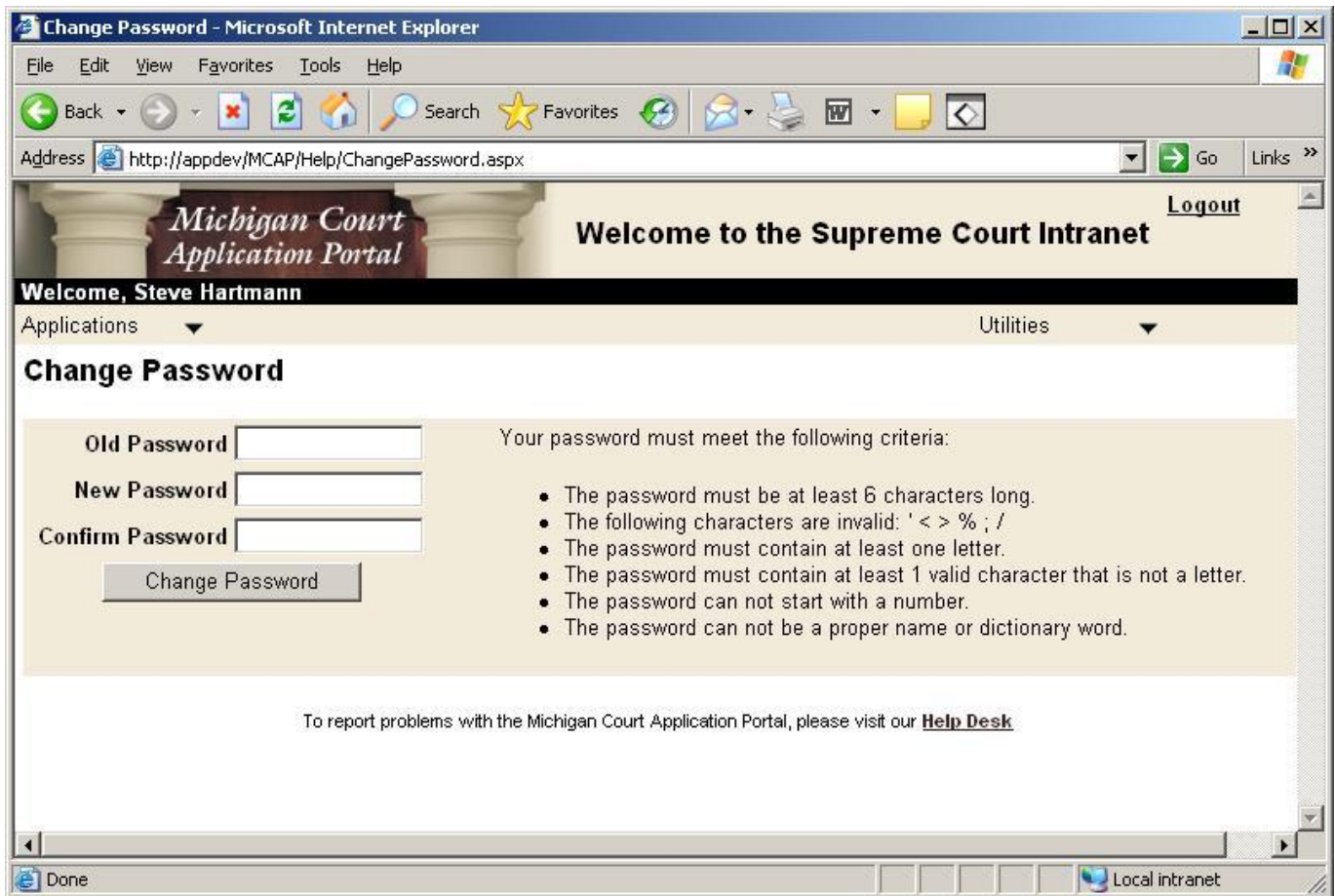


Figure 11: Change Password link on Main MCap page.



Figure 12: Change Password menu item on the Utilities dropdown menu.

- This will take you to the Change Password Screen. Here you must enter your old password and your new password. Your new password must be entered in each of the last two text boxes where the second will verify the entry in the first. This helps make sure that the password wasn't mistyped which would keep a person from being able to log in subsequently. Please read the six rules for password structure on the right side of the screen. Once you have filled in the three text boxes, click the Change Password button.



**Figure 13: Change Password Screen.**

- If the password in the New Password text box does not match the password in the Confirm Password text box an error message will appear, in red, just above the Old Password text box.

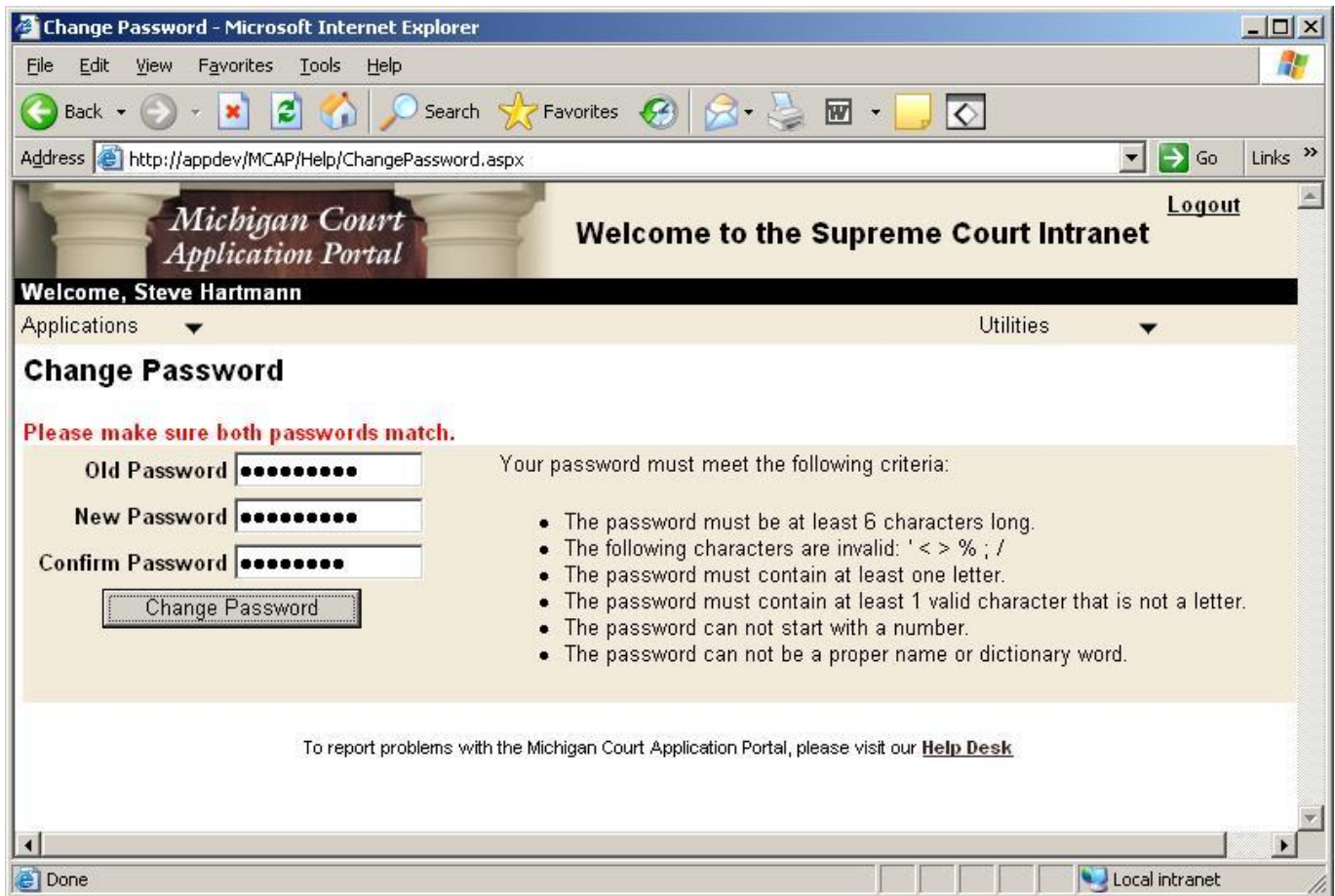


Figure 14: Change Password Screen with mismatch error.

- If your new password violates one of the rules for password structure an error message will appear, in red, just above the Old Password text box.



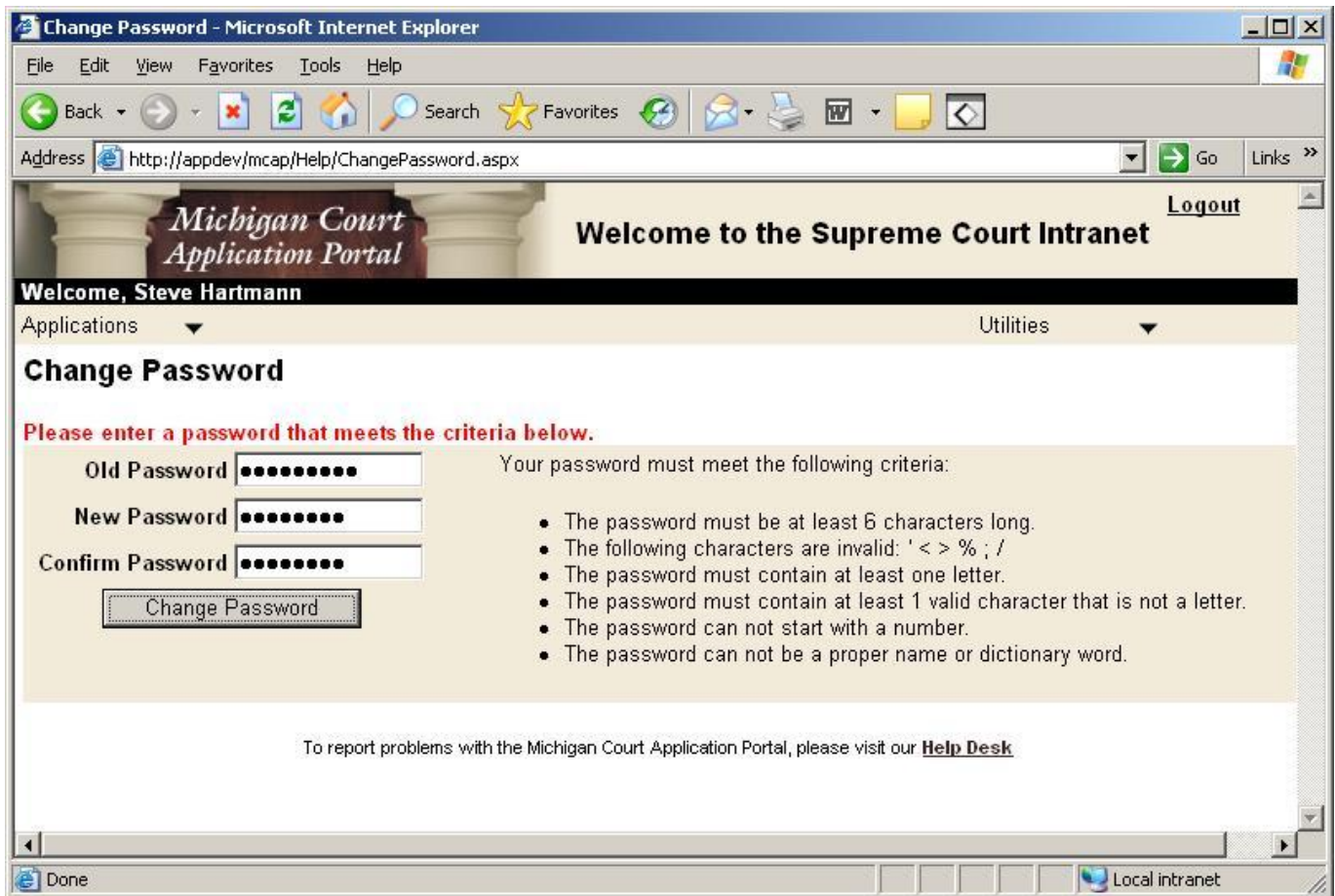


Figure 15: Change Password Screen with “password does not meet criteria” error.

- If all is well a message will appear, in red, just above the Old Password text box indication that your password has been changed and you may continue.

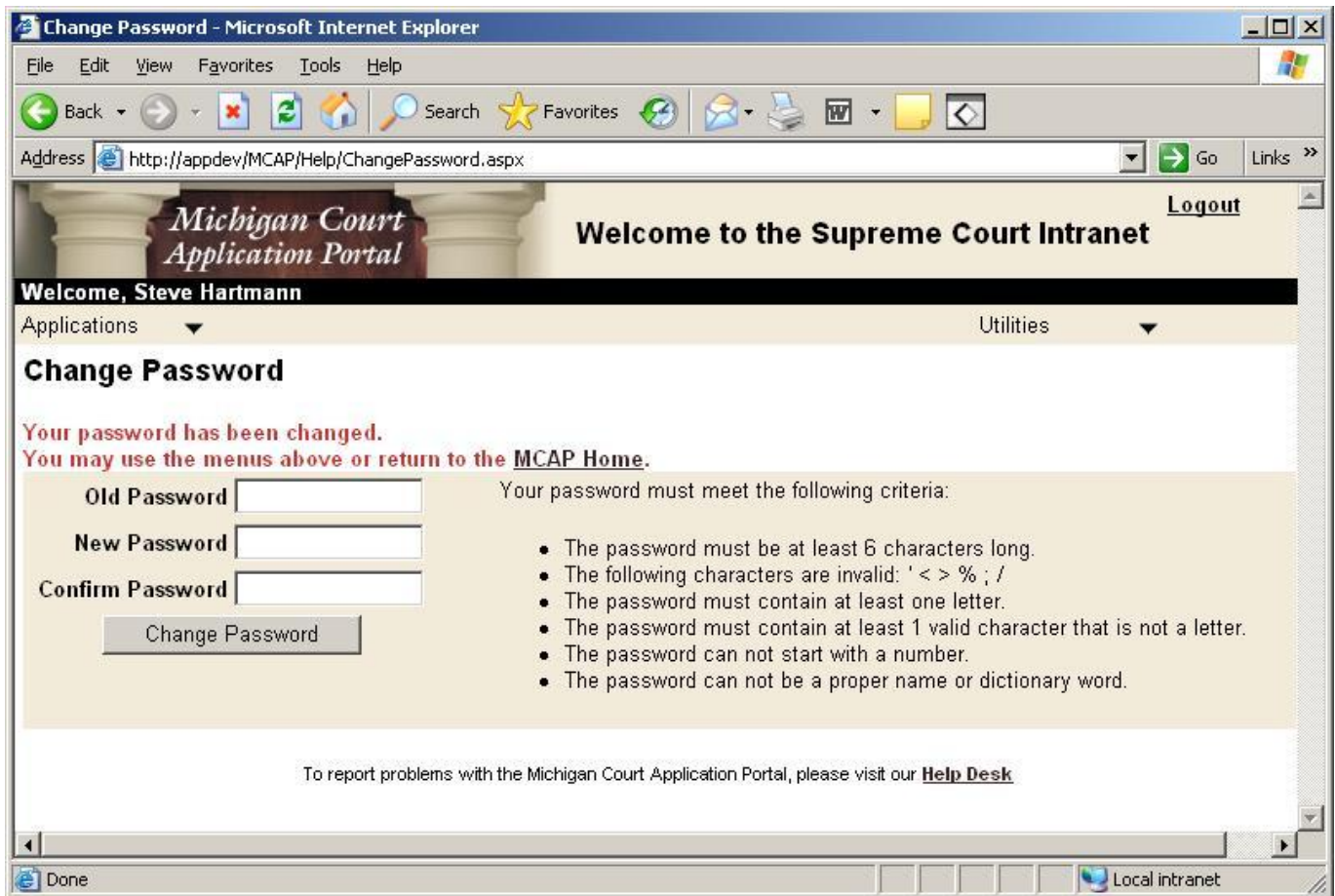


Figure 16: Change Password Screen, successful change.